



Term 4 Return to Onsite Learning Student Health & Safety Guidelines

Update: 6 October 2020

Term 4 Student Return to Onsite Learning



Premier Daniel Andrews and Minister for Education James Merlino have announced that, subject to final health advice, Year 7 students in metropolitan Melbourne will resume face-to-face learning from Monday 12 October. Students in Years 8 to 10 will return from Monday 26 October.

This staggered return is based on the advice of the Victorian Chief Health Officer and is designed to manage the increased movement across the community with the return of staff and students to school.

A return of Years 8 to 10 students from October 26 will provide enough time to enable monitoring of the impact of the first stage of students returning to school. The staggered approach to getting all students in all year levels back to on-site schooling will also support a more gradual increase of community mobility across metropolitan Melbourne, while providing a full 14 days between stages to account for a full incubation period of the virus.

It is understandable that some families may feel anxious about the move back to classroom teaching and learning, however, this decision has been taken on the basis of the best health advice available to our state.

General Interaction Considerations for Return to Onsite Learning



In conjunction with Professor Sutton's advice to safely transition from remote learning to onsite learning, the College has prepared COVID-19 Health and Safety Guidelines for staff and students. This document outlines the student considerations and guidelines for a safe return to onsite learning. Detailed consideration has been given to Catholic Education Coouncil of Victoria (CECV) guidelines for return to onsite learning.

These guidelines are temporary and will be reviewed as necessary.

Attendance onsite



Year 7 students will return to school on Monday 12 October.

Years 8-10 will return to school on Monday 26 October, with the exception of Year 10 VCAL students and some VCE students sitting assessments.

- All students will be expected to attend school as normal and will follow their normal timetable.
- This means if you choose to keep your child home, we can no longer support a remote learning program for them.
- For Year 8-10 children of essential service workers (which now includes school staff) the existing model of onsite supervision will remain during the two-week period from Monday 12 October to Thursday 22 October.
- This does not apply to children who need to be absent for health or medical reasons.
- Please contact the College if your child requires onsite supervision during those two weeks.
- Parents/carers of a student with complex medical needs (including those with compromised immune systems) should seek advice from the student's medical practitioner to support decision-making about whether onsite education is suitable, noting that this advice may change depending on the status of the COVID-19 pandemic in Victoria.

Please note that student free days will occur on Tuesday 13 October (Parent Student Teacher Interviews) **and Friday 23 October** (designated AFL Grand Final public holiday)

Uniform



In Term 4 students should be in full summer uniform. The wearing of full winter uniform is optional. Please refer to the College Uniform Policy on SEQTA or use the following link.

<https://www.crccs.vic.edu.au/enrolment-1/college-uniform>

Staggered finish times



Year 7 students will be dismissed every day at 3:05pm.

To lessen congestion of student traffic at the front gate, from Monday 26 October a staggered finish time will be implemented for the end of the day.

- Year 7s and 8s will be dismissed at 3:05pm
- Year 9s and 10s will be dismissed at 3:15pm
- Staggered arrival times are not required as this occurs naturally in the mornings.

Where families have siblings with different dismissal times, the older siblings may leave at 3:05 provided the College has been notified of parent permission. This permission will appear on the class roll also, so that teachers are aware.

School arrival and departure – advice for parents

As the main risk of introducing COVID-19 to the school environment is from adults, close proximity between adult members of the school community should be avoided, particularly during school drop-off and pick-up.

- Access to the school site is restricted for anyone other than immediate school staff and students.
- Any conversations with staff/parents/carers should take place through online/phone communication.
- The need for parents to attend onsite meetings should be discouraged.
- Parents are to observe physical distancing measures and are not to congregate inside the College gates or on the footpath along College St.
- Parents are strongly advised not to exit vehicles during school drop-offs and pick-ups.
- The school Drop-off Zone will be strictly monitored as a 2-minute zone and parents may find it more convenient and less congested to pick-up and drop-off away from the College entrance. It is anticipated that this will be the most crowded (at-risk) area.
- Parents should only enter the College grounds when essential, having contacted the school by phone or email prior to entering.
- Families who need to pick-up students early are to inform College Reception and must not enter the College to collect their child, but rather, meet them outside the gate.
- Visitors to school grounds will be limited to those delivering or supporting essential school services and operations (e.g. student health and wellbeing services, specialist curriculum programs, maintenance workers).

Upon arrival – students

- Students are to make their way to their locker immediately to get organised for the day; this is the time when tote bags should be packed to take into classrooms.
- Students should not be waiting for the music to start to access lockers. This will avoid congestion closer to homeroom start-time.
- Students should not congregate in the yard.
- Homeroom teachers will be in their homeroom/classroom before the scheduled start-time to alleviate students waiting outside.

Physical and social distancing



The Australian Health Protection Principal Committee (AHPPC) has advised that a ‘venue density rule’ of no more than one person per four square metres is not appropriate or practical in classrooms or corridors, nor is maintaining 1.5 metres between students during classroom activities. Therefore, the previously established ratio of 10 students per class is no longer required in schools. While the Chief Health Officer has advised that students will not be required to maintain physical distancing at school, there will be a number of important changes to our school operations consistent with health advice.

Recess and Lunchtimes



Based on the size of the College grounds and ability for students to spread out, there is no need to stagger break times, however ball sport areas for each year level have been allocated.

- One basketball court will be allocated to each year level, with Year 10 closest to the gate and Year 7 closest to the maintenance shed
- The soccer pitch will be split into two halves, with Year 9 & 10 occupying the near end and Year 7 & 8 the far end.
- The oval is a big enough space that social distancing will naturally occur.
- Each year level will be allocated a day that they can access the library at lunch times: Monday-Year 7; Tuesday-Year 8; Wednesday-Year 9; Thursday-Year 10; Friday-Year 7.
- Students will need to hand sanitise before and after ball games.

Social distancing is a common sense practice that reduces the risk of transmission and students are advised of the following measures:

- Be respectful of other people and their personal space and continue to practice healthy social distancing habits before school, at break times and after school
- Non-contact greetings should be encouraged
- Avoid physical greetings such as shaking hands or hugging
- Adhere to the Hands-Off rule at all times, including shaking hands and other physical greetings
- Staff will be monitoring physical contact and large congregations of students in close proximity.
- Ball games and sports equipment can be used for the remainder of Term 4; please ensure that hands are sanitised before and after games.

Cafeteria



The Cafeteria will only be open for lunch orders and exterior window servery purchases, where 1.5m distancing markers will be placed and monitored. The dining area will remain closed for the remainder of the year.

- Students are encouraged to pre-order lunches and other items from the canteen using the QKR App to avoid congesting the canteen.
- If pre-ordering is not possible, families are encouraged to provide students with cashless purchasing capability to reduce the need for physical contact during transactions.
- Students should use the Entry and Exit doors for pick-ups of lunch orders
- Food and drinks should not be shared.
- Students should not make purchases for others.

Lockers



Arrangements to reduce mixing between students and staff from different classes or year levels outside the learning environment will be used as precautionary measures including:

- Student traffic in corridors and locker bays will be organised to minimise contact (e.g. dividing the corridor for traffic direction).
- Lines have been placed on the ground to ensure one student at a time per set of four lockers and a distance of 1.5 m from the lockers is maintained.
- Students will be permitted to use their tote bags throughout the day and take them into their class to limit student numbers at lockers
- Students should pack their bags before the end of lunch and take it to their Period 5 & 6 class
- Students are encouraged to only use lockers for day storage of school bags and relevant books.
- Students should bring to school only what they need for the day in case the College is required to close for sanitisation at short-notice following a confirmed case/outbreak.
- No access to lockers will be permitted during a shut-down as a result of a confirmed case/outbreak.

Toilets

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- Only two students can access each of the toilet blocks at any time. Signs have been placed on the doors.
 - Students should be as quick as possible and not socialise.
 - It is imperative that students wash hands thoroughly after using the toilets.
 - Under no circumstances should food or drink be taken in to the toilet facilities.

- Students should never socialise or congregate in toilet areas. Please be as quick as possible.
- Given there could be a line-up, please obey the social distancing markers.

Extreme Weather Days



- Extreme weather days, though not common, will need to be managed differently during this period.
- Numbers in the library will be reduced accordingly.
- Students may remain outside if they wish.
- Where possible, classrooms and corridors will be opened, with attention given to numbers of students in each room.

Hygiene



Face masks in schools

- All school-based staff and students must wear face masks at school, and when travelling to and from school.
- A face mask that covers the nose and mouth is now the only permitted type of face covering. Face shields, scarves or bandanas do not meet these requirements.
- Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can.
- Teachers must wear face masks in other areas of the school when not teaching (for example, in the staffroom, on yard duty and when providing first aid or taking temperatures), and when travelling to and from school.

Everyone can protect themselves and prevent the spread of COVID-19 by continuing effective hand hygiene. Enhanced hygiene measures should continue during the return to onsite teaching and learning.

- Regularly wash and sanitise your hands.
- Students are encouraged to bring personal packs of disinfectant wipes and hand sanitiser.
- All staff and students should undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. This should be directed or supervised by staff where required.
- Hand sanitiser stations are provided in every occupied room.
- Cleaning tubs and instructions for cleaning tables and work stations have been placed in every room.
- At the end of each lesson students will be required to clean their chair, table or work station before leaving the room, using spray and paper towel provided in the cleaning tub.
- Please click on the link for a quick demonstration from our cleaning contractors, Daniher's.
<https://vimeo.com/422284836>

- Students are encouraged to regularly wipe their MacBook and equipment before and after each lesson.
- If your hands are visually dirty (after recess or lunchtime) use soap and water to clean your hands.
- Perspex shields have been installed in the following areas in the College Reception.
- Additional cleaning will occur daily and contract cleaners are responsible for cleaning key touch points throughout the day.

Classrooms

- Seating plans will be developed for all classes.
- Students should use the same table and chair for each lesson, without movement between students and working areas.
- Students should not share equipment, including stationery or calculators.
- Fresh airflow indoors and the use of ventilated outdoor learning areas will be promoted where practical and depending on weather conditions.

Taps

It is recommended that students do not drink directly from drinking fountains.

- Drinking fountains should only be used for refilling bottles.
- Students should bring their own water bottle for use (and refilling) at school.

Rubbish

Pick up your own rubbish. It is not healthy or practical for others to do so.

Keeping everyone safe and healthy

If a student or staff member is unwell, they must stay at home and they must not attend the College. Students and staff who are unwell must stay home and are encouraged to attend their GP to be tested for COVID-19. If a student is undergoing testing, families must inform the College and isolate themselves whilst awaiting results. Please inform the College once the results are known.

If a student presents at school with cold or flu-like symptoms, contact will be made with families to arrange for the student to be taken home.

- All unwell staff and students must stay home.
- Do not come to school if you have any cold and flu symptoms

- Wide-scale temperature checking of students will not be conducted, as per the government and CECV advice.

Provision of routine care and first aid

Physical distancing is not practical when providing direct care. In this situation, standard precautions (including hand hygiene) are important for infection control.

- Additional personal protective equipment (PPE), for example face masks, is not required to provide routine care or first aid for students who are well, unless such precautions are usually adopted in the routine care of an individual student.
- Standard precautions as per related policies will be adopted when providing first aid. For example, use gloves and an apron will be used when dealing with blood or body fluids/substances.
- Hands will always be washed with soap and water or hand sanitiser before and after performing routine care or first aid.

Management of an unwell student or staff member

It is important that any staff member or student who becomes unwell while at school returns home. While it is unlikely that a staff member or student who is unwell with flu-like symptoms will have COVID-19, there are some sensible steps schools can take while a student awaits collection by a parent or carer as a precaution.

- Staff and students experiencing compatible symptoms with COVID-19, such as fever, cough or sore throat, will be isolated in an appropriate space with suitable supervision and collected by a parent/carer as soon as possible.
- Urgent medical attention will be sought where indicated.

The College will follow the protocols which are set out by the CECV.

COVIDSafe App

Students and families are encouraged to download the COVIDSafe app.

The current Mobile Phone Policy remains valid. Phones with the COVIDSafe app can only be accessed immediately before and after school to check the app. As per the current Mobile Phone Policy students are not to use their phone inside the College grounds.

Schools are managed environments that include records of student, staff and visitor attendance, which can support contact tracing.

Managing a suspected or confirmed case of COVID-19

The CECV has comprehensive procedures in place with the DHHS to manage suspected or confirmed cases of COVID-19 in schools.

- The DHHS should be contacted on 1300 651 160 to discuss what to do next if a student or staff member:
 - is a confirmed case
 - has been in close contact with a confirmed case.
- The DHHS defines ‘close contact’ as someone who has either:
 - had at least 15 minutes of face-to-face contact with a confirmed case of COVID19
 - shared a closed space for more than two hours with someone who is a confirmed case.
- Unless you have a student or staff member in one of the two above categories, you do not need to take further action, unless directed to do so.

The College has prepared a plan in the event of an incident involving a COVID-19 infected staff member or student. The plan caters for possible and confirmed cases of COVID-19 and includes testing, self-isolation and school closure if necessary.

The CECV School Closure toolkit will be used should the College be directed to shut down again. Information to date would suggest the College would close for up to 72 hours.

If you are concerned about your child please seek help by emailing the Wellbeing Leadership Team, or make contact with one of the following Health Services:

- Headspace
- Suicide Line - 1300 651 251
- Suicide Call Back Service - 1300 659 467
- Lifeline - 131 114
- Grief Line - 1300 845 745
- Kids Helpline - 1800 551 800
- MensLine - 1800 551 800
- Beyond Blue - 1300 224 636
- Mental Health Triage - 1300 094 187

The Beyond Blue website below is very informative and has a wealth of very useful information and resources.

<https://beyou.edu.au/resources/news/coronavirus-schools-adapting-to-changes>

More information about the return to school and COVID-19 can be found on the CECV website, which is constantly updated: www.cecv.catholic.edu.au/Coronavirus-information-for-parents.

Cleaning and facilities management



Daniher's management team and individual site cleaning team members (the College cleaning contractors) have all completed the Department of Health COVID-19 training module and it is now being rolled out to all staff.

As PPE and equipment is a priority, Daniher's have distributed to every one of our sites a Care Pack (Preparedness Hygiene and Disinfecting Kit), which includes additional disposable gloves, masks, colour-coded microfibre cloths, commercial-grade disinfectant and spray bottles. Daniher's will ensure they maintain appropriate stocks.

Environmental cleaning, coupled with regular hand hygiene, remains important to reduce the risk of COVID-19 transmission. Routine environmental cleaning will continue, including progressive cleaning throughout the day, to ensure that risks of transmission are reduced for high-touch services.

Progressive cleaning throughout the day to ensure that risks of transmission are reduced for high-touch surfaces, will include (but not be limited to)

- door handles and handrails
- benchtops and reception counters
- kitchenettes and staff lounges
- bathrooms
- drinking fountains

Daniher's have also produced a presentation outlining their cleaning procedures.

https://drive.google.com/file/d/1q7KJcOEw9qBBINdRP4-t6oHwRMKTG_Nw/view?usp=sharing

Excursions and Incursions



- There will be no excursions or incursions for the remainder of the year.

*** Please note that **Period 1 on Monday 12 October** will be utilised for an extended homeroom for Year 7 students, which will be facilitated by the Year 7 Homeroom Teacher. Year 7 Homeroom Teachers should set work for their students to complete if they are missing a Year 8, 9 or 10 class during this time. NDE will ensure the rolls are taken for those missed classes.

